

HOW TO... Turn a spreadsheet into a webpage

If you need to share an Excel workbook with a lot of people, you can put it online quite easily, as **Lauren Taylor** explains

A spreadsheet often contains information a lot of people could benefit from viewing. It is also likely that input into a worksheet will be collaborative. In both scenarios, the easiest and quickest way to share your data is to put it online. Here we'll show you how using Excel 2003, but the walkthrough will work in earlier versions, back to Excel 2000.

1 Open the workbook you want to share and select Save as Web Page from the File menu. The Save As dialog box that appears looks a little different to the usual Excel Save As dialog box. Across the bottom are a number of new options.

First, you can decide whether you want to publish the entire workbook on the internet, or just the active worksheet. The simplest method is to publish the entire workbook, so select this option. Click on the Change Title button; this will let you set the name that appears on its tab when you open the workbook in a browser window. Give the file a suitable name and make sure that you make a note of where you are saving it. Then click Save.

2 To see how your workbook looks as a webpage, start Internet Explorer. Select Open from the File menu. Locate your file by clicking on the Browse

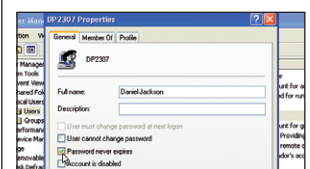
button. Click OK, and your spreadsheet will appear as a webpage within the browser.

3 If you're sure that the people using your online spreadsheet have Excel 2000 and Internet Explorer 5 or later, try the Interactive feature. Go back to your workbook and select File, Save as Web Page again. This time, tick the 'Add interactivity' option. Now when the workbook is opened as a webpage within a browser, it will look a lot more like an Excel spreadsheet. For example, the viewer will be able to access individual cells. To go to different tabs, you'll now need to click on the single visible tab at the bottom. Select the relevant tab from the pop-up menu that appears.

4 You can select parts of a spreadsheet to publish online. In the Save as Web Page dialog box, click on the Publish button. Click in the Choose field and select the appropriate item from the drop-down menu. To show just a selection of cells, pick the 'Range of cells' option. A second field appears; click the button to the right of this. This minimises the dialog box. Click on the first cell of the range and drag the cursor over the cells you want to select. When you're done, click the button again to expand the dialog box. Click Publish, and the webpage opens in your web browser.

HOW TO... Manage password expiry

If you have more than one user account set up on your PC, each account is probably password-protected. You may wish the password to expire so the user is forced to change their password regularly, or you may find having to change passwords frequently too annoying. To turn the password expiration on or off in Windows XP, right-click on the My Computer icon on your Windows desktop. From the menu that appears, pick Manage. Click on Local Users and Groups and then on the Users folder. Right-click on the appropriate user in the right-hand pane of the dialog box and select Properties. Tick or untick the 'Password never expires' option.



HOW TO... Disable the thumbnail cache

There are several ways to display the contents of a folder. One that's useful when browsing a folder of image files is thumbnail. Pick Thumbnail from the View menu. Each time you do this, Windows XP creates a thumbs.db file. This is a cache of the pictures in that folder. To save disk space, you can turn off this feature.

Start Windows Explorer, or double-click on My Documents or My Computer on the Windows desktop. From the Tools menu, select Folder Options. Click on the View tab to bring it to the front. Under Advanced Settings, you'll see a folder called Files and Folders. Tick the 'Do not cache thumbnails' option.

